

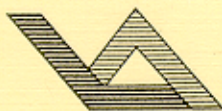


# RECORDS RETENTION SCHEDULE

COURT OF JUSTICE

Post-1977 Records

Schedule Date: December 1996



Prepared by  
**STATE RECORDS BRANCH**  
Public Records Division  
Kentucky Department for Libraries and Archives



# RECORDS RETENTION SCHEDULE

## Signature Page

Court of Justice  
Agency

Dec. 1996  
Schedule Date

PART II: Post-1977 Records  
Unit

Change Date

12/12/96  
Date Approved by Commission

\*\*\*\*\*

## APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

\* Robert F. Stephens  
Agency Head

Date of Approval

\* John B. [Signature]  
Agency Records Officer

12-2-96  
Date of Approval

Richard L. [Signature]  
State Archivist and Records Administrator  
Director, Public Records Division

11-26-1996  
Date of Approval

[Signature]  
Chairman, Archives and Records Commission

12/12/96  
Date of Approval

\*\*\*\*\*

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Larry Barnett  
Records Analyst/Regional Administrator

11/26/96  
Date of Approval

Jim [Signature]  
Appraisal Archivist

11/26/96  
Date of Approval

[Signature]  
State/Local Records Branch Manager

11/26/96  
Date of Approval

\*\*\*\*\*

The determination as set forth meets with my approval.

Auditor of Public Accounts

Date of Approval

# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
Court of Justice: Post-1977  
Circuit Court  
Circuit Court

**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04491	Sustain - (Electronic) Confidential information includes: Juvenile Records (KRS 610.340); Involuntary Hospitalization/Disability Records (KRS 202A.091, 202B.180, 387.770); Domestic Violence and Abuse Records (KRS 403.770); Petitioner's Address (KRS 61.878 (1) (a); Adoption/Termination Records (KRS 199.570 & 625.108) (C) (V)	P	Retain data for the same length of time manual (hard copy) counterparts are retained. Permanent information shall be migrated to new hardware as the latter changes over time	

# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
 Court of Justice: Post-1977  
 District Court  
 District Court Public Records  
**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
00182	Public Trial Calendar Sheets - (Contains Daily Court Calendars, AOC-950, which show case number, style of case, brief description of day's occurrence)	5	Destroy	
00183	Public Index File - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/95 Administrative Change Date: 11/24/97 To change disposition (V)	P	Pull traffic, misdemeanor, and felony index cards from file and destroy when case jackets are destroyed. Retain all others permanently. NOTE: A copy of the index must be transferred to the State Archives Center upon request and verification of need	P
00184	Individual Case Docket Sheets - (Contains the Docket Sheets, AOC-905, in each Small Claims and Civil Case)(Series is now created in Sustain, SN 04491) Closed Date: 12/31/95 Administrative Change Date: 11/24/97 To change disposition	P	Transfer to the State Archives Center when no longer needed administratively	P
00185	Small Claims Case Files - (Contains the originals of all proceedings, motions and actions) Administrative Change Date: 11/24/97 To change disposition	I	Retain permanently judgment and items affecting the judgment. Destroy remainder of case record after five years	

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# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
 Court of Justice: Post-1977  
 District Court  
 District Court Public Records  
**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
00186	Civil Case Files - (Contains Forcible Entry and Detainer) Administrative Change Date: 11/24/97 To change disposition	I	Retain permanently judgment and items affecting the judgment. Destroy remainder of case record after five years	
01029	Individual Case Docket Sheets - Probate - (Contains AOC 905, which has style of case, attorneys, all case documents) - (Now created in Sustain, SN 04491) Closed Date: 12/31/95 Administrative Change Date: 11/24/97 To change disposition	I	Transfer to the State Archives Center when no longer needed administratively	P
00187	Probate Case Files - (Contains case files for Probate, a certified copy of will or video recording, and records of appointment, inventory, settlement, and vouchers. Also contains name changes and guardians for minors. NOTE: If no exceptions taken within thirty days after settlement, return vouchers to fiduciary. If exceptions taken, retain until settlement and return to fiduciary.) Administrative Change Date: 11/24/97 To change disposition	15	Transfer to the State Records Center for ten years, then transfer to the State Archives Center	P
00188	Prepayable Citation File - (Contains original citation, which has been prepaid without court appearance)	2	Destroy after audit	
03067	Vehicle Exhaust Testing File - (Contains court proceedings resulting from violations of Air Pollution Standards) (Electronic)	3	Destroy after audit. NOTE: Purge and destroy case files resulting in dismissal after six months	

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# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
 Court of Justice: Post-1977  
 District Court  
 District Court Public Records  
**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
03068	Vehicle Exhaust Testing Docket File - (Computer Tape and Printout) - (Court 127 District Docket) (Electronic)	I	Destroy when related case files are destroyed	
03069	Vehicle Exhaust Testing Compliance Docket File - (Court 135 Compliance Docket) - (Computer Tape and Printout) (Electronic)	I	Destroy when related case files are destroyed	
00810	Failed to Appear Files - (Contains original citation and notice to suspend license)	5	Destroy after audit	
00189	Traffic Case File - (Contains original citation, copies of cash receipts, and proceedings with Docket entries made on face of Case Jacket) Administrative Change Date: 3/11/99 To change disposition	I	Destroy five years after disposition, and audit	
00190	Misdemeanor Case Files - (Contains arresting instrument and proceedings, motions and actions with Docket entries made on face of Case Jacket) Administrative Change Date: 3/11/99 To change disposition	I	Destroy five years after disposition, and audit	
00191	Felony Preliminary Hearing Files Administrative Change Date: 3/11/99 To change disposition	5	Destroy five years after disposition, and audit	
00192	Public Trial Recording and Log Sheets File	I	Destroy log five years from day of last recording, if no appeal in process	

# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
Court of Justice: Post-1977  
District Court  
District Court Public Records  
**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
00193	Exhibits - (Contains any item produced/exhibited during a trial/hearing as proof of facts and made part of case)	I	Disposition is determined by order of the trial judge. Disposition should conform to the following: (See Attachment)	
00194	Citation Transmittal File - (Contains listing of citations transferred from law enforcement officers/agencies to circuit clerk's office)	2	Destroy after audit	
00811	Criminal Complaint File - (Contains unserved criminal complaints, warrants, and summons to which case numbers have not been assigned)	I	Destroy one year after date of issuance and notification to County Attorney	
00812	Search Warrant File - (Contains executed search warrants where insufficient evidence was found to initiate a case)	I	Destroy one year after date of issuance and notification to County Attorney	

# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
 Court of Justice: Post-1977  
 District Court  
 Juvenile Records

**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
00195	Juvenile Hearing Calendar Sheets - (Contains the daily court calendars, AOC 950) (C) KRS 610.320, 610.340; Court of Justice	5	Destroy	
00196	Index Card File - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/95 (C) KRS 610.340; Court of Justice Change Date: 3/11/99 (V)	P	Retain paternity index cards permanently. Destroy all other juvenile index cards when related case files are destroyed. NOTE: A copy of the index must be transferred to the State Archives Center upon request and verification of need	P
00813	Individual Case Docket Sheets - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/95 (C) KRS 610.340, Court of Justice Change Date: 3/11/99	I	Retain paternity docket sheets permanently. Transfer to the State Archives Center when no longer needed administratively. NOTE: Destroy all other docket sheets when related case files are destroyed	P
00197	Case Files Closed Date: 3/11/99 (C) KRS 610.340; Court of Justice Change Date: 3/11/99	I	Destroy after child reaches twenty-three years of age	

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# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
Court of Justice: Post-1977  
District Court  
Juvenile Records

**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
00198	Hearing Recordings and Log Sheet File - (Contains original electronic recordings on cassettes with log sheets for each) (C) Court of Justice	I	Destroy log and tape five years from day of last recording, if no appeal in process	

# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
Court of Justice: Post-1977  
District Court  
Juvenile Records

**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
00198	Hearing Recordings and Log Sheet File - (Contains original electronic recordings on cassettes with log sheets for each) (C) Court of Justice	I	Destroy log and tape five years from day of last recording, if no appeal in process	

# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
 Court of Justice: Post-1977  
 District Court  
 Juvenile Records

**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04750	Paternity Case Files (C) KRS 406.035; Court of Justice Change Date: 3/11/99 (V)	I	Transfer to the State Archives Center when no longer needed administratively	P
04751	Juvenile Case Files - Felony Offenses - (effective July 15, 1997) (C) KRS 610.340, 610.320 (3) (4), Court of Justice Change Date: 3/11/99 (V)	I	Transfer to the State Records Center when no longer needed administratively	75
04752	Juvenile Case Files - Non-Felony Offenses - (effective July 15, 1997) (C) KRS 610.340, 610.320 (3) (4); Court of Justice Change Date: 3/11/99 (V)	I	Destroy after child reaches twenty-three years of age	
04802	Juvenile Mental Inquest Case Files - (effective 1986) (C) KRS 610.320 Change Date: 3/11/99	1	Destroy	
04801	Self-Consent Abortions by a Minor - (effective 1986) (C) Supreme Court Rule; KRS 199.570 (1) Change Date: 3/11/99 (V)	1	Destroy, if no appeal in progress	
00198	Hearing Recordings and Log Sheet File - (Contains original electronic recordings on cassettes with log sheets for each) (C) Court of Justice	I	Destroy log and tape five years from day of last recording, if no appeal in process	

# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
 Court of Justice: Post-1977  
 District Court  
 Involuntary Hospitalization/Disability  
**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
00814	Hearing Calendar Sheets (C) KRS 202A, 202B, and 387	5	Destroy	
00815	Index Card File - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/95 (C) KRS 202A, 202B, and 387 Administrative Change Date: 11/24/97 To change disposition (V)	P	Retain in agency NOTE: A copy of the index must be transferred to the State Archives Center upon request and verification of need	P
00816	Individual Case Docket Sheet File - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/95 (C) KRS 202A, 202B, and 387 Administrative Change Date: 11/24/97 To change disposition	I	Transfer to the State Archives Center when no longer needed administratively	P
00817	Case Files (C) KRS 202A, 202B, 387 Administrative Change Date: 11/24/97 To change disposition	15	Transfer to the State Records Center for ten years, then transfer to the State Archives Center	P
00818	Hearing Recordings & Log Sheets - (Contains original electronic recordings on cassettes with log sheets for each) (C) KRS 202A, 202B, and 387	I	Destroy log and tape five years from day of last recording, if no appeal in process	

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# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
 Court of Justice: Post-1977  
 District Court  
 Domestic Violence and Abuse Records  
**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
00819	Hearing Calendar Sheet File - (Contains the Daily Court Calendars (AOC 950), which show case number, style of case and daily occurrences) (C) KRS 403.770 (1) petitioner/minor child address	5	Destroy	
00820	Index Card File - (This series is now created in Sustain, SN 04491) - (Contains Master Index (AOC 946), which shows date case filed, style of case, case number, and Judge's number) Closed Date: 12/31/95 (C) KRS 403.770 (1) Petitioner/minor child address	I	Destroy when the related case file is destroyed	
00821	Individual Case Docket Sheet - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/95 (C) KRS 403.770 (1) Petitioner/minor children address	I	Destroy when the related case files are destroyed	
00822	Case Files - (Contains AOC 905, which lists the style of case, attorneys, all case proceedings and documents) (C) KRS 403.770 (1) Petitioner/Minor child address	I	Destroy ten years after all activity has ceased	
04639	Petitions - (Emergency Protective Orders are not issued) - (Contains the petitions, proceedings, motions and actions) (C) KRS 403.770 (1) Petitioner/minor child address	1	Destroy	
00823	Hearing Recordings and Log Sheet File (C) KRS 403.770 (1) Petitioner/minor child address	I	Destroy log and tape five years from day of last recording, if no appeal in process	

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# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
 Court of Justice: Post-1977  
 Circuit Court  
 Circuit Court Public Records  
**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
00199	Public Trial Calendar - (Contains Daily Court Calendar, AOC 950) - (Contains original electronic recordings on cassettes with log sheets)	1	Destroy	
00200	Public Index Card File - (Contains Master Index, AOC 925, 930) - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/95 Administrative Change Date: 11/24/97 To change disposition (V)	P	Retain in agency NOTE: A copy of the index must be transferred to the State Archives Center upon request and verification of need	P
00201	Individual Case Docket Sheets - (Contains the docket sheet, AOC 905, 910) - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/95 Administrative Change Date: 11/24/97 To change disposition	I	Transfer to the State Archives Center when no longer needed administratively	P
00202	Individual Case Files - (Includes all circuit court case files except Adoption/Termination cases) Administrative Change Date: 11/24/97 To change disposition	15	Transfer to the State Records Center for ten years, then transfer to the State Archives Center. NOTE: Duplicate copies of transcripts of appealed cases should be destroyed after expiration of time for discretionary review	P

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# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
 Court of Justice: Post-1977  
 Circuit Court  
 Circuit Court Public Records  
**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04803	Self-Consent Abortions by a Minor - (effective 1986) (C) Supreme Court Rule; KRS 199.570 (1) Change Date: 3/11/99 (V)	1	Destroy, if no appeals in progress	
04804	Juvenile Mental Inquest Case Files - (effective 1986) (C) KRS 610.320 Change Date: 3/11/99	1	Destroy, if no appeal in progress	
00824	Hearing Recording, Log Sheets, Stenographic Tapes, & Shorthand Books	I	Destroy five years after final disposition of case, and expiration of appeal period	
00203	Exhibits (Contains any item produced/exhibited during a trial/hearing as proof of facts and made a part of the case)	I	Disposition is determined by order of the trial judge. NOTE: See Attachment	
04009	Videotapes of Civil Proceedings (C) The cases closed by Statute or Court Order (V)	I	Destroy five years after final disposition of case and expiration of appeal period. NOTE: See series 04212, for Videotapes of Appealed Cases	

# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
 Court of Justice: Post-1977  
 Circuit Court  
 Circuit Court Public Records

**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
04010	Videotapes of Criminal Proceedings (C) The cases closed by Statute or Court Order (V)	I	Destroy five years after final disposition of case and expiration of appeal period. NOTE: See series 04212 for Videotapes of Appealed Cases	
04011	Videotape Recording Log (C) The cases closed by Statute or Court Order (V)	P	Copy of log must accompany Videotapes of Appealed Cases (04212) when such cases are transferred to the State Archives Center. Destroy remaining logs when videotapes are destroyed	P
04210	Videotape Receipts and Case Listing Log	I	Destroy when the related videotapes are destroyed	
04212	Videotapes of Appealed Cases (C) The cases closed by Statute or Court Order (V)	I	Transfer one original to the State Archives Center when related case files (00202) are transferred. Destroy excess copies of videotapes prior to transfer	P

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# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
 Court of Justice: Post-1977  
 Circuit Court  
 Adoption/Termination Records  
**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
00204	Index Card File - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/95 (C) KRS 199.570 Administrative Change Date: 11/24/97 To change disposition (V)	P	Retain in agency. NOTE: A copy of the index must be transferred to the State Archives Center upon request and verification of need	P
00205	Docket Sheet File - (Contains the docket sheets, AOC 905) - (This series is now created in Sustain, SN 04491) Closed Date: 12/31/95 (C) KRS 199.570 Administrative Change Date: 11/24/97 To change disposition	I	Transfer to the State Archives Center when no longer needed administratively	P
00206	Hearing Case Files (C) KRS 199.570 Administrative Change Date: 11/24/97 To change disposition (V)	15	Transfer to the State Records Center for ten years, then transfer to the State Archives Center	P
04641	Calendars (C) KRS 199.570	1	Destroy	

# RECORDS RETENTION SCHEDULE

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
 Court of Justice: Post-1977  
 Circuit Court  
 Administrative Records

**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
00825	Grand Jury Records - (Contains summaries of Grand Jury records) - (Includes No True Bills)	P	Retain in agency or transfer to the State Archives Center	P
00826	Jury Selection Records - (May include computer listings and work papers relating to jury selection)	I	Destroy after jury wheel is emptied and refilled and all persons selected to serve as jurors have been discharged	
00207	Daily Closing Report File - (Contains the second copy of all cash receipts (AOC 500 and/or 501); AOC 502; AOC 503; bank deposit slip; TD-94-250A and TD-95-250, which shows type of license issued, amounts of money collected, and driver's license receipts or boat registration)	2	Destroy after audit	
00208	Journal Books - (Contains AOC 504, AOC 502, AOC 542, and shows posting of funds received, disbursed, and/or due the court)	5	Destroy after audit	
00209	Ledger Card File (Contains AOC 505, AOC 541, AOC 506)	I	Retain in open file until account is closed. Destroy closed file after two years, and audit	
00210	Bank Reconciliation File - (Contains all canceled and voided checks, bank statements, deposit slips, and AOC 580)	2	Destroy after audit	
00211	Adjusting Entry File	5	Destroy after audit	

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**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Judicial Branch  
Court of Justice: Post-1977  
Circuit Court  
Administrative Records

**Schedule Date:** December 12, 1996

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions	Retain at State Archives or Records Ctr. (Years)
00213	Driver Licensing File - (Contains a complete license record showing county of issuance, license number, expiration date, license type, date of birth, social security number, restrictions, date applied, etc.)	4	Destroy	
00214	Monthly Departmental Memoranda File - (Contains AOC 56, AOC 584-1, AOC 587, AOC 585, AOC 582, AOC 589, and AOC 588, which show financial actions occurring in agency accounts)	2	Destroy after audit	

## ATTACHMENT

### Court of Justice: Post-1977 Records

Disposition statement for series 00193 and 00203

- (1) All exhibits defined as contraband evidence shall be confiscated per KRS 218.270, 242.310, 242.360, 244.190, 527.060, and 528.100.
- (2) All other exhibits - parties or original custodians of the exhibit shall be given an opportunity to claim the exhibit.
- (3) Unclaimed exhibits having museum or archival value - any exhibit (document, record) having potential archival value should be referred to the Public Records Division, Kentucky Department for Libraries and Archives, for evaluation. Any exhibit (object) having potential museum value should be referred to the Kentucky Historical Society.
- (4) Unclaimed exhibits having an estimated market value of \$100 or more - such items should be disposed of as state surplus property. To arrange for disposal of the items, the Clerk should contact the Division of Purchases, Finance and Administration Cabinet, to obtain the required form and instructions for its completion.
- (5) Unclaimed exhibits having an estimated market value of less than \$100 - such items should be destroyed by the Clerk. NOTE: If value of the exhibit cannot be determined, the Clerk should follow surplus procedures specified in Item (4).

NOTE: Every reasonable attempt shall be made to return exhibits to the parties or to the original custodian of the exhibit, except when forfeited.